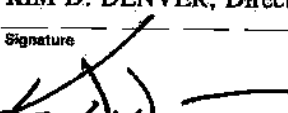
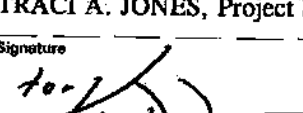
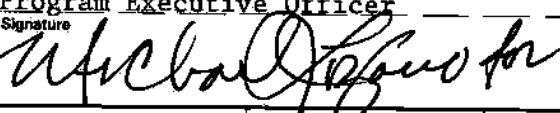


POSITION DESCRIPTION *(Please Read Instructions on the Back)*

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		6. OPM Certification No. 15920	
				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level Code 05-03	
								14. Agency Use	
15. Classified/Graded		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review		Contract Specialist		GS		1102		5	
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment U.S. Army				c. Third Subdivision					
a. First Subdivision PEO STRI, Orlando, FL				d. Fourth Subdivision					
b. Second Subdivision Contracts Directorate				e. Fifth Subdivision					
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the				knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor KIM D. DENVER, Director of Contracts				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) TRACI A. JONES, Project Support Executive					
Signature 				Date 16 Feb 06		Signature 		Date 16 Feb 06	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management, or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action JAMES T. BLAKE Program Executive Officer				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature 				Date 16 Feb 06					
23. Position Review		Initials		Date		Initials		Date	
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks This position is developmental to the full performance level of GS-12, PD 13805. The incumbent works under closer supervision in a developmental capacity performing assignments & completing training which provide the knowledge and skills necessary to perform the duties of the next higher grade level. Incumbent may be noncompetitively promoted pending TIG requirements and demonstrated ability to perform the next higher grade duties. DAWIA Level I.									
25. Description of Major Duties and Responsibilities (See Attachment)									